As you are/maybe aware from our faculty meeting held May 4, 2017 the Hilton College is transitioning from paper to online course evaluations. The recommendation is to administer similarly to how paper course evaluations have been done in the Hilton College. As such, it is recommended to give your class time at the beginning or in the middle to complete the online evaluations. If done at the end, they are more likely to leave without completing the evaluation and/or say they will complete it later on their own time. However, research has shown students are much less likely to complete course evaluations on their own time or outside of time given during class time.

* Please read the following to the class before you leave:

“The Hilton College is now conducting course evaluations online. In a moment I will show you how to access the online evaluation. But first, a few comments about why we conduct course evaluations. Please take the time to complete these evaluations honestly and fairly, as this is one of the best means we have to evaluate the job we are doing here at the Conrad N. Hilton College. Also, please take the time to complete the comment section as this is often the most valuable information to us.”

[At this point you might reiterate in your own words why evaluations are important to you and/or provide examples of how evaluations and comments have helped you modify your course(s).]

* Instructions for accessing the online evaluation form:

“You will need to login to your AccessUH account using a smartphone, table, or laptop. There is an icon (can show them on the overhead from the screenshot provided) titled ‘Faculty/Course Evaluations’ to select. On the next screen (you can show move to this screen) select ‘Complete an Evaluation’. Finally, select the evaluation for this course to begin. I will step out of the room for 10-15 minutes to provide you with time to complete the evaluation”